

DUAL STATUS FEDERAL TECHNICIAN VACANCY ANNOUNCEMENT - BARGAINING UNIT

NGDE-HR-RP 250 Airport Road New Castle, DE 19720-1502	ANNOUNCEMENT # TVA # 58-16	OPENING DATE: 12 May 2016	CLOSING DATE: 24 May 2016
WORKING LOCATION: DOIM, New Castle DE	MIL GRADE LIMIT(s): 1LT/O-1 -MAJ/O-4	SELECTION METHOD: PANEL	SALARY RANGE: \$90,255 - \$117,336
POSITION TITLE: SUPV IT SPECIALIST (SYSADMIN)	PD NUMBER(s): D1581000	OCCUPATIONAL 2210	PAY PLAN & GRADE: GS-13/13

APPOINTMENT FACTORS

<u>AREAS OF CONSIDERATION</u>	<u>APPOINTMENT STATUS</u>		
<ul style="list-style-type: none">▪ AREA I - All current on board permanent Delaware Army National Guard Federal Technicians within the DOIM.	OFFICER	WARRANT	ENLISTED
	■	□	□
	Managerial	Supervisory	Neither
	□	■	□
	Army National Guard: ■ Air National Guard: □		
	Permanent: ■ Indefinite: □ Temporary: □		

SELECTIVE PLACEMENT FACTORS

MILITARY REQUIREMENTS: This is a dual-status position. As a condition of initial appointment and continued retention, the selected applicant must be an actively participating member of the Delaware Army or Air National Guard as appropriate.

- Military uniform is required to be worn. Acceptance of this position constitutes concurrence with this requirement and is a condition of continued employment.
- Applicants are responsible to ensure they meet all military requirements, including ASVAB and PUHLES. Please contact an Army/Air Recruiter or Retention Manager to ensure that you meet mandatory MOS/AFSC entry level requirements.
- Be advised that if selected for a military technician position where membership in a reserve component is a condition of employment and you are receiving a bonus, your bonus will be terminated and may or may not be subject to recoupment.
- OTHER:** The compatible MOSs are: OBR1- 25

EVALUATION METHOD: All applicants will be evaluated against the mandatory qualifications identified on this announcement IAW the NGB Qualifications Standard and/or the OPM Qualifications Standards as appropriate. Evaluation is based on the information provided by the applicant to determine if the individual possesses the minimum knowledge, skills, and abilities necessary to perform the duties and responsibilities of the position. National Guard or Reserve M-Day experience is considered part-time and credit is awarded based on actual days the applicant performed duty in a relevant SSI/MOS/AFSC.

QUALIFICATION REQUIREMENTS: The basic qualification requirements are indicated on the reverse of this announcement. These requirements must be met in addition to all military requirements and selective placement factors indicated in order to be considered qualified for this position. Applicants selected for a position at a trainee level will be promoted non-competitively upon completion of the established individual development plan (IDP) along with the recommendation of the supervisor.

EQUAL OPPORTUNITY: The Delaware National Guard is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, age, non-disqualifying physical challenges (applicable only to competitive appointments) or any other factor not job related.

APPLICATION PROCEDURES: All interested applicants for this position must submit a **Resume, OF 306, DNG Form 51, DNG Form 87-R** (form is optional, information is required), **SF 181** (Optional), & **supporting/miscellaneous documents**. Documentation from the military personnel office must be submitted indicating eligibility for placement in a position requiring Officer/Warrant Officer status. Candidates must describe on the application all knowledge, skills, abilities, experience, education, and self-development as pertains to the requirements of this position. **DO NOT attach position descriptions. COMPLETE applications must be provided to HRO by close of business (COB) on the closing date of the announcement; INCOMPLETE or LATE applications WILL NOT be considered.** Applications can be hand-carried, mailed, faxed or emailed to: usarmy.de.dearnng.list.ngde-staff-hro-pss@mail.mil. Use this guide to follow the proper steps in submitting a complete application: <http://delawarenationalguard.com/wp-content/uploads/2015/03/How-to-Apply-for-a-DENG-Technician-Position.pdf>

REMARKS: Permanent Change of Station Costs will not be paid. Enrollment in Electronic Fund Transfer (Direct Deposit) pay is a condition of employment. A pre-placement physical/examination is required for employment.

MICHAEL J. FEELEY
Col, DE ANG
Human Resource Officer

DISTRIBUTION:

1 – Requesting Official 1 – DENG Website
1 – Union Official

SUPV IT SPECIALIST (SYSADMIN)
D1581000, GS-2210-13

SUMMARY OF DUTIES AND RESPONSIBILITIES: (A complete position description is on file in the HRO)

Plans, organizes, and directs the activities of the organization, ensuring that the advice and assistance provided complies with legal and regulatory requirements and meets customer needs. Develops goals and objectives that integrate division/branch and overall C4 program objectives. Researches, interprets, analyzes and applies applicable C4 guidelines, policies and objectives. Establishes policies and procedures for accomplishment of the organization's C4 mission. Plans and schedules work in a manner that promotes a smooth flow and even distribution. Coordinates plans and schedules with other organization managers and customers as appropriate. Identifies need for changes in priorities and takes action to implement such changes. Plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules. Assigns work to subordinate employees based on organization priorities and consideration of difficulty and requirements of assignments such that the experience, training, and abilities of staff are effectively utilized to meet organization and customer needs. Balances workload and provides advice, guidance, and direction on a wide range of technical and administrative issues. Structures assignments to create effective and economical positions. Coordinates with other information management organization managers and customers as appropriate. Reviews organization mission, functions, and manning. Identifies requirements and initiates requests for additional resources including personnel, overtime, equipment, supplies, and space to ensure success in meeting goals and objectives. Provides advice to supervisor on significant issues and problems related to work accomplishment. Establishes metrics and analysis systems to ensure actions are timely and reviewed at critical points. Accepts, amends, or rejects work presented by subordinates. Performs self-inspection and presents a detailed and comprehensive report with any corrective action taken to supervisor. Follows-up to ensure complete and quality resolution of discrepancies. Assesses and revises policies and procedures as needed to improve quality, timeliness, and efficiency of work.

Exercises supervisory personnel management responsibilities. Advises and provides counsel to employees regarding policies, procedures, and directives of management. Selects or recommends selection of candidates for vacancies, promotions, details, and reassignments in consideration of skills and qualifications, mission requirements, and EEO and diversity objectives. Develops, modifies, and/or interprets performance standards. Explains performance expectations to employees and provides regular feedback on strengths and weaknesses. Holds employees responsible for satisfactory completion of work assignments. Appraises subordinate workers performance ensuring consistency and equity in rating techniques. Recommends awards when appropriate and approves within-grade increases. Hears and resolves employee complaints and refers serious unresolved complaints to higher-level management. Initiates action to correct performance or conduct problems. Effects minor disciplinary measures such as warnings and reprimands and recommends action in more serious disciplinary matters. Prepares documentation to support actions taken. Identifies employee developmental needs and provides or arranges for training (formal and on-the-job) to maintain and improve job performance. Encourages self-development. Approves master leave schedule assuring adequate coverage for peak workloads and traditional holiday vacation time. Demonstrates sensitivity to ideas of subordinates. Promotes an environment in which employees are empowered to participate in and contribute to effective mission accomplishment. Discharges security responsibilities by ensuring education and compliance with security directives for employees with access to classified or sensitive material. Recognizes and takes action to correct situations posing a threat to the health or safety of subordinates. Applies EEO principles and requirements to all personnel management actions and decisions, and ensures all personnel are treated in a manner free of discrimination. Periodically reviews position descriptions to ensure accuracy, and the most effective utilization of personnel resources. Explains classification determinations to subordinate employees.

Performs other duties as assigned.

**** A more comprehensive detailed description of the position may be found in Position Description "D1581000" in the employing unit or in the Human Resources Office ****

QUALIFICATION REQUIREMENTS

GENERAL EXPERIENCE: Experience, education, or training which provided a basic knowledge of data processing functions and general management principles that enabled the applicant to understand the stages required to automate a work process. Experience may have been gained in work such as computer operator or assistant, computer sales representative, program analyst, or other positions that required the use or adaption of computer programs and systems.

SPECIALIZED EXPERIENCE: (36) months of specialized experience must include the following KSAs: (Each KSA should be addressed separately in writing as it applies to the duties and responsibilities above.)

- a. Experience in managing the function of the work to be performed; experience which includes leading, directing and assigning work of personnel
- b. Experience planning the sequence of actions necessary to accomplish the assignment; experience developing project controls.
- c. Experience adapting guidelines or precedents to meet the needs of the assignment
- d. Experience preparing documentation on cost/benefit studies; experience summarizing the material and organizing it in a logical fashion.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:

NOTE: College Transcripts are required if you wish to use Education as a substitution for experience or if a degree is a requirement for the position. **A copy of the transcript must be submitted with the Job Application.** Study successfully completed in a college, university, technical or vocational school may be substituted for experience at the rate of one year of study (30 semester hours or 20 classroom hours of instruction per week) for 6 months of experience. Courses must be directly related to the work of the position. **Maximum credit is 6 months of specialized experience.**

**** QUALITY OF EXPERIENCE ****

Length of time is not of itself qualifying. Applicant's experience will be evaluated on the basis of duties performed rather than strictly on the rank of the individual. The applicant's record of experience, training, and education must show possession of the knowledge, skills and abilities needed to fully perform the duties of the position.

OTHER REQUIREMENTS:

**** The Human Resource Office is unable to furnish applicants with copies of their applications after they have been submitted. Please make copies of your application prior to submitting it to the Human Resource Office. ****

**** NOTE:** Federal Law prohibits use of U.S. Government postage paid envelopes for mailing applications. Applicant is responsible for his/her own postage. Applications received in U.S. Government Postage paid envelopes **WILL NOT BE CONSIDERED.** **